

Part-time Library Page

July 2022

Are you hard-working, responsible, and maybe just a little bit obsessed with keeping things organized? Do you enjoy getting physical exercise while you work? Are your bookshelves at home organized by genre, and within that by author, and within that by title? Do you think our library is a cool place to hang out, and you'd like to get paid to do it? You might be interested in becoming a library page!

All our Staff

- Loves to learn and welcomes new ideas in a constantly changing library environment.
- Takes pride in providing exceptional customer service.
- Is enthusiastic, welcoming, helpful, playful, resourceful, flexible, and eager to work as part of a team.
- Communicates clearly and constructively.
- Shows compassion to one another and our community.
- Is interested in technology and integrating technology with traditional services.

Major Duties

- Sorts and shelves books, audiobooks, magazines, and DVDs.
- Checks shelves and items on a regular basis for accuracy.
- Pulls requested materials from the shelves for patron pickup.
- Straightens up the library at the end of the day and cleans materials used by patrons.
- Provides customer service at service points.
- Checks out, checks in, and renews materials.
- Other duties as assigned.

Special Qualifications

- Is organized, detail-oriented, and reliable.
- Shows initiative in identifying and prioritizing tasks.
- Ability to sort material in alphabetic or numeric order.
- Can stand, walk, crouch, twist, push/pull up to 75 pounds, and can lift up to 60 pounds.

Minimum Qualifications

Must be at least 16 years old

Hours

The person in this position will work 9 - 12 hours per week (3 - 4 shifts).

We are hiring year-round employment and require the following availability:

- Afternoons (1-5)
- Evenings (5-9)
- Saturdays (9:30-1:30 or 1-5)

Wages and Benefits

Starting rate is \$13.50 /hour. This position does not include benefits.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Statement of Nondiscrimination

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, age, national origin, disability, veteran's status, or military service.

To Apply

Please send a cover letter and resumé to Hillary McShea, Personnel Clerk, Henrietta Public Library, 625 Calkins Road, Rochester, NY 14623 or email them to Hillary.mcshea@libraryweb.org by July 31, 2022.